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Self-Service Time and Attendance (SSTA): Punch Timesheets

Reporting Time

Introduction

You are responsible for reporting your hours worked using the SSTA **Timesheet** page. Submit your time daily.

This Job Aid reviews how to…

- Report your time worked and time away from work
- Adjust your submitted time for the current week and the prior pay period, and
- Add comments to your timesheet.

Begin by logging in to SSTA and navigating to your **Timesheet** page.

Reporting Regular Time

On the **Timesheet** page, locate the **Timesheet** table. By default, it displays the current pay period. The table has columns for **In**, **Meal Out**, **Meal In** and **Out** times, and a row for each day of the week. The time fields are automatically populated according to your schedule. The default hours are regular time, where the time reporting code (**TRC**) field is blank.

Step	Action
1	Review the hours displayed by default in the **Timesheet** table.
2	If you have no changes, click the **Submit** button to route your timesheet for approval to your supervisor or manager. **Note**: The **Submit Confirmation** page displays, indicating that the submission was successful.
3	The **Submit Confirmation** page displays the Employee Certification message. The message states "**I certify that the information entered is accurate and complete.**" Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth. **Note**: You are returned to your **Timesheet** page.
4	Review your total reported time for the week. View the total **Reported Hours** field above the **Timesheet** table or the **Reported Hours** summary table farther down the page.

Reporting Time that Differs from Schedule

To report time that differs from schedule, delete any pre-filled **In**, **Meal Out, Meal In**, and **Out** times that are not correct, and enter the correct times.

Step	Action
1	In the **Timesheet** table, locate the row for the weekday you wish to report.
2	Locate the first time field to be changed. Click the field. Delete the incorrect time. Enter the correct time, for example, **10:15AM** .
3	Correct other time fields as needed.
4	When finished entering times, click the **Submit** button to route your timesheet for approval to your supervisor or manager. **Note**: The **Submit Confirmation** page displays, indicating that the submission was successful.
5	The **Submit Confirmation** page displays the Employee Certification message. The message states "**I certify that the information entered is accurate and complete."** Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth. **Note**: You are returned to your **Timesheet** page.
6	Review your total time reported for the week. View the total **Reported Hours** field above the **Timesheet** table or the **Reported Hours** summary table farther down the page.

Reporting Leave Time for the Week

Leave time should be pre-approved. Before reporting leave, check the leave balances on your **Timesheet** page to ensure that you have enough leave time, such as vacation, to cover your time away from work. Report leave using the appropriate time reporting code (TRC).

Step	Action
1	To remove your pre-filled scheduled hours from the time fields for Monday, click the **Clear** button below the **Timesheet** table. [or is it in the Monday row?] **Note**: The time fields for Monday become blank.
2	For Monday enter the appropriate time reporting code. • In the **TRC** column click the magnifying glass. The **Look Up TRC** dialog box appears. • Scroll down the list to the desired TRC, for example, **Vacation Leave – paid**, or **VAC**. • Click the **VAC** (for example) link. You are returned to your **Timesheet** table. The **TRC** field is filled with **VAC**, and the **Short Description** column describes this TRC.
3	In the **Quantity** column, enter **7.5** hours.
4	Repeat Steps 1-3 for **Tuesday**, **Wednesday**, **Thursday**, and **Friday**.
5	When finished entering times, click the **Submit** button to route your timesheet for approval to your supervisor or manager. **Note**: The **Submit Confirmation** page displays, indicating that the submission was successful.
6	The **Submit Confirmation** page displays the Employee Certification message. The message states "**I certify that the information entered is accurate and complete."** Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth. **Note**: You are returned to your **Timesheet** page.

Step	Action
7	Review your total time reported for the week. View the total **Reported Hours** field above the **Timesheet** table or the **Reported Hours** summary table farther down the page. Ensure that your **Reported Hours** and **Scheduled Hours** match. If they do not match, please double check your timesheet for accuracy.
8	Review the Leave **Balances** table beneath the **Timesheet** table. Your vacation leave balance has been reduced by 37.5 hours.

Reporting Time with Multiple Leaves within One Day

If you work part of a day and take leave for part of that day, add a row to your timesheet to report the part-day leave. If you need to report more than one type of leave within a single day, add a row for each type. First check your Leave Balances to ensure that you have enough leave available.

Step	Action
1	In the **Timesheet** table, for the desired weekday, report your part-day work hours. As needed, delete times for your full-day work schedule and enter times for your actual work hours.
2	Report leave for part of the desired workday. • Scroll to the right of the **Timesheet** table. For the desired weekday, click the Add Row (plus sign) icon. A new row appears. • In the **TRC** column click the magnifying glass. The **Look Up TRC** dialog box appears. • Scroll down the list to the desired TRC, for example, **Personal Leave**, or **PER**. • Click the **PER** (for example) link. You are returned to your **Timesheet** table. The **TRC** field is filled with **PER**, and the **Short Description** column describes this TRC.
3	As needed, repeat Step 2 to report another type of leave for part of the desired workday.
5	When finished entering times, click the **Submit** button to route your timesheet for approval to your supervisor or manager. **Note**: The **Submit Confirmation** page displays, indicating that the submission was successful.

Step	Action
6	The **Submit Confirmation** page displays the Employee Certification message. The message states "**I certify that the information entered is accurate and complete."** Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth. Note: You are returned to your **Timesheet** page.
7	Review your total time reported for the week. View the total **Reported Hours** field above the **Timesheet** table or the **Reported Hours** summary table farther down the page. Ensure that your **Reported Hours** and **Scheduled Hours** match. If they do not match, please double check your timesheet for accuracy.
8	Review the Leave **Balances** table beneath the **Timesheet** table. Your leave balances are reduced by the number of leave hours just reported.

Reporting Prior Pay Period Adjustments (PPAs)

A prior pay period adjustment is an adjustment to time that you have already been paid for.

You can change previously submitted time up to 15 days in the past. If you need to adjust time beyond 15 days in the past, contact the MassHR Employee Services Center (ESC). If your department does not use the ESC, contact your agency Human Resources or Payroll department for further assistance.

Step	Action
1	Change the **Timesheet** table to display the desired past pay period (up to 15 days in the past). Click the **Previous Week** link as needed.
2	To change regular hours, find the time fields that need to be changed. Edit them as appropriate.
3	To add leave time (for example, if you left work one hour early and wish to use vacation time to cover the hour), for the weekday in question, add a row for the part-day leave. Scroll to the right of the **Timesheet** table. For the desired weekday, click the Add Row (plus sign) icon. A blank row is added. In the blank row, click the magnifying glass in the **TRC** column. The **TRC** dialog box appears. Scroll down to the appropriate TRC (in the example, **Vacation Leave – Paid,** or **VAC)**. Click the code link (for example, **VAC)**. You are returned to your **Timesheet** page. The **TRC** field is populated with **VAC** and in the **Short Description** column there is information defining the TRC. In the **Quantity** field, enter the number of hours you wish to report for this TRC (in the example, one hour).

Step	Action
4	When finished entering time information, click the **Submit** button to route your timesheet for approval to your supervisor or manager. **Note**: The **Submit Confirmation** page displays, indicating that the submission was successful.
5	The **Submit Confirmation** page displays the Employee Certification message. The message states "**I certify that the information entered is accurate and complete."** Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth. **Note**: You are returned to your **Timesheet** page.
7	Review your total time reported for the week. View the total **Reported Hours** field above the **Timesheet** table or the **Reported Hours** summary table farther down the page. Ensure that your **Reported Hours** and **Scheduled Hours** match. If they do not match, please double check your timesheet for accuracy.
8	Review the Leave **Balances** table beneath the **Timesheet** table. Your leave balances are reduced by any leave hours just reported.

Adding Comments to Your Timesheet

It may be necessary or helpful to add comments to your timesheet to provide your manager with additional information. The use of comments may vary from agency to agency.

Step	Action
1	To add a comment to your **Timesheet** table, click the **Reported Time Status** link.
2	For the row you want to comment on, in the **Comments** column, click the text bubble. Note: A **Comments** page appears.
3	Type your comment in the text box. **Note**: Comments cannot be removed and can be viewed by your supervisor or manager and HR Payroll.
4	When finished entering the comment, click the **Save** button. A dialog box asks if you are sure you want to save the comment(s) entered. Once the page is saved, the comments cannot be changed.
5	Click **OK** to save the comment or press **Cancel** to return to the **Comments** page without saving. **Note**: After clicking **OK**, you are returned to the **Timesheet** page. For the row you commented on, in the **Comments** column, the text bubble contains dots.
6	Continue reporting your time as needed.